

EDITED KSA LISTING

CLASS: Business Service Officer I (Specialist)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1.	Working knowledge of English grammar and punctuation as it relates to the procurement processes.
K2.	Comprehensive knowledge of record keeping to effectively maintain and disseminate procurement information.
K3.	Basic knowledge of various types of equipment and supplies and the resources available for procurement and maintenance.
K4.	Basic knowledge of procurement principles and practices to effectively perform the duties of a Business Service Officer I.

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	Skill to:
S1.	Communicates effectively in order to exchange information and/or provide direction to staff and others.
S2.	Analyzes data accurately to develop and adopt an effective course of action.
S3.	Reasons logically in order to make sound decisions and recommendations as it relates to the duties performed.
S4.	Reviews specifications and determine whether the service/equipment provided meets the standards set up in these specifications.
S5.	Purchase various types of equipment, services and supplies effectively and economically.
S6.	Compile data to prepare various documents and provide information on procurement functions.
S7.	Analyze situations accurately to develop and adopt an effective course of action.
S8.	Prepare budgetary data on future planning needs (e.g. cost of equipment, supplies, and services) as it pertains to procurement.
S9.	Utilize good work habits to effectively perform the duties of a Business Services Officer I.

	Ability to:
A1.	Ability to understand and follow direction to accurately carry out work assignments in a timely manner.
A2.	Gain the confidence and cooperation of those contacted during the course of work in order to establish and maintain good working relationships.